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Public Meeting Remote Attendance Policy

Adopted January 13, 2026

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SECTION 1 INTRODUCTION

- 1.01 Interactive technology attendance options continue to advance and evolve in relationship to conducting virtual meeting, along with laws that govern such attendance as it relates to Public Meetings. The City of Ramsey seeks to develop guidelines to promote transparent and orderly use of interactive technology that allows Council and Commission Meetings to occur with Members and other Attendees attending from a remote location.

- 1.02 The purpose of this policy is to create guidelines governing the remote attendance and participation of Members and Attendees at Public Meetings. Advance notifications and limits are established in order to provide proper notification to the public and to allow the City to arrange for the remote attendance. The general expectation is that individuals will make every practical attempt to be physically present and that the purpose of this policy is to allow for exceptions when the attendee is unable to physically attend a meeting.

SECTION 2 DEFINITIONS

- 2.01 **Attendees** means non-voting individuals who are in attendance via Interactive Technology

- 2.02 **Interactive Technology** means a device, software program, or other application that allows individuals in different physical locations to see and hear one another

- 2.03 **Member** means voting eligible individual of the City Council or one of the City of Ramsey advisory authorities, boards or commissions

- 2.04 **Notice** means official noticing requirements for regular, special or emergency meetings

- 2.05 **Notification** means informing city staff of the necessity for remote attendance by a Member

- 2.06 **Public Meeting** means a meeting held for the City of Ramsey subject to Minnesota Statutes Chapter 13D

- 2.07 **Remote Attendance** means engaging in a public meeting via Interactive Technology

SECTION 3 CRITERIA/PROCEDURES

- 3.01 Members and Attendees may attend Public Meetings in accordance with this policy.

- 3.02 Remote Attendance and participation at any Public Meeting shall be in full compliance with Minnesota Statutes, Chapter 13D. This includes, but is not limited to, Remote Attendance location is open and available to the public and that all Members, Attendees and the public are able to see and hear each other.

- 3.03 Notification of Remote Attendance by Members shall be in writing to the City Administrator,

subject to the following timeframes:

- a. For regular meetings: no earlier than ten (10) days, and no later than 72 hours prior to the meeting.
- b. For special or emergency meetings: no later than the Notice requirement deadline.

- 3.04 Notice postings shall occur in conformance with state statutes and the City Charter.
- 3.05 There shall be no maximum number of Members in Remote Attendance so long as at least one (1) Member is physically present in the advertised meeting location. In the event that all Members provide Notification of Remote Attendance, participants shall be determined by the order in which Notification was received by the City Administrator.
- 3.06 Members may attend an unlimited number of Public Meetings per year, contingent upon the general expectation that Members will make every practical attempt to be physically present.
- 3.07 Members in Remote Attendance shall conduct themselves in a professional manner, and attend only from locations that are suitable for the proper conduct of professional business.
- 3.08 Members and Attendees will cover all extraordinary costs necessary for the Interactive Technology connection while in Remote Attendance.
- 3.09 Members and Attendees shall comply with all technological and security standards as established by QCTV and the City's Information Technology staff.